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Housestaff Manual

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About McGaw

McGaw is an Illinois not-for-profit corporation that sponsors, administers, and supports graduate medical education. The corporate members of McGaw are four independent hospitals and Northwestern University. The member hospitals of the McGaw are Children's Memorial Medical Center, North Shore University Health System (formerly, Evanston Northwestern Healthcare), Northwestern Memorial Hospital, and the Rehabilitation Institute of Chicago. Note that North Shore University Health System will withdraw as a McGaw member hospital effective June 30, 2009. McGaw has an affiliation with the VA Chicago Health Care System through Northwestern University Feinberg School of Medicine.

Each member of McGaw is an independent entity and maintains sole management of and control over its own funds, properties, operations, and affairs. At the same time, each member has dedicated itself to the purposes of the Northwestern McGaw Center for Graduate Medical Education and affirms its obligations thereof. These obligations include (1) provision of a supportive educational environment based upon state-of-the-art educational principles, emphasizing the highest ethical and professional standards and providing appropriate opportunity for scholarly endeavor; (2) routine assessment of program quality, and provision for ongoing quality improvement; and (3) the commitment of sufficient personnel and financial resources to support these endeavors.

Detailed information on the facilities and programs of the McGaw institutions and its VA affiliates may be found at the following Web sites:

www.northshore.org , www.nmh.org , www.childrensmemorial.org , www.ric.org , and www.vagreatlakes.org.

This page last updated on 03/17/2009

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Housestaff Manual

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Hospital Policies

These policies and procedures apply to all housestaff members (residents and fellows) in McGaw training programs. Please note that a web link to hospital-specific policies and procedures on topics such as identification badges, medical record training, pagers, etc. is provided in this Manual. Housestaff members are responsible for complying with any applicable hospital policies and procedures and should review them from time to time, as they may be subject to change.

[Northwestern Memorial Hospital](#)

[Childrens Memorial Hospital](#)

[North Shore University Health System](#)

[Rehabilitation Institute of Chicago](#)

McGaw Policies

Housestaff Appointments

All housestaff appointments to McGaw Programs are made by McGaw's Office of Graduate Medical Education ("the GME Office").

The decision to offer an initial appointment or to promote a housestaff member to a more advanced level of training is based on the evaluation of the applicant or housestaff member by faculty members of the appropriate academic department. The training contract issued by McGaw specifies the program, level of training, and terms of enrollment. The training contract, once signed by the housestaff member and the Vice President for Academic Affairs, is the basic document that governs the housestaff member's academic specialty credit and level of training. These GME Policies and Procedures supplement the training contract and contain additional requirements that are binding on all housestaff members. Housestaff members may not initiate or advance in a training year until a signed training contract is on file.

Continuation and promotion in a program depends on the academic and professional performance of the housestaff member as evaluated by faculty members of the appropriate academic department. In addition, all appointments are contingent upon the acquisition and maintenance of proper medical licensure as determined by the State of Illinois Medical Practice Act.

PGY-1 residents start orientation on June 23 regardless of the day of the week on which that date falls. Orientation may vary by specialty program, but continues for up to seven days until the start of training on June 30. Attendance during orientation is mandatory and residents will receive a stipend beginning June 23. Training contracts for subsequent years in the program follow such that each PGY year ends on June 29 and the next year begins on June 30.

Residents who are beginning training at the PGY-2 or later years and all fellows start on July 1 regardless of the day of the week on which that date falls. Training contracts for subsequent years follow such that each PGY year ends on June 30 and the next begins on July 1.

Housestaff appointments and support are administered by McGaw's Office of Graduate Medical Education, 645 North Michigan Avenue, Suite 1058A, 312/503-7975. Any questions regarding housestaff appointments or

support should be directed to this office.

Licensure

Each housestaff member must have a valid Illinois medical license. No housestaff member shall begin training until a valid license is issued, nor will credit be given for time spent in activities performed prior to obtaining a license. It is the responsibility of each housestaff member to obtain or renew his or her full or temporary license. Temporary licenses are issued for three years, but if the housestaff member has not changed programs (and upon the approval of the Medical Examining Board), can be renewed for the length of the training program. Permanent licenses can be issued only after two full years of training and successful completion of the USMLE examinations. Some housestaff members anticipate a future position in a state other than Illinois following training and thus do not wish to pursue a permanent Illinois license. Housestaff members who choose to complete training on a temporary license should nonetheless plan to complete the USMLE examinations as soon as they are eligible to do so. Failure to complete these examinations in a timely manner may result in a delay in obtaining a permanent license once training is complete.

Examination Requirements

A passing score on both the USMLE Step 1 and Step 2 (Clinical Knowledge) exams - or, Canadian or osteopathic equivalent - is a prerequisite for starting training in any McGaw residency program. All new residents will be asked to submit official score reports to the GME Office prior to starting training.

The above requirement also applies to international medical school graduates.

All residents are strongly encouraged to take the USMLE Step 3 exam as soon as they are eligible.

All fellows must pass Step 3 (or equivalent) before starting a fellowship unless they are on a J-1 training visa. All new fellows will be asked to submit an official score report to the GME Office prior to starting training.

Part Time Training

Part-time or shared training positions in individual training programs may be considered if all the following prerequisites are met:

1. The Program Director of the training program, in conjunction with the Chair of the relevant academic department at Northwestern University's Feinberg School of Medicine ("FSM"), has deemed the program appropriate for part-time training by a qualified candidate, or shared training by two qualified candidates. In making this decision, the Program Director must take into account the size of the program, the educational resources available to the program, the appropriateness of education over an extended period of time for the candidate, and the impact of alternative training on other full-time residents and/or fellows.
2. The Program Director has written permission from the specialty Residency Review Committee ("RRC") or other accrediting organization for part-time training, and written acknowledgment from the applicable certifying board that the individual will be eligible to sit for the certifying examination at the completion of the modified training program.
3. Except in unusual circumstances, the individual requesting a part-time or shared position should make the request known to the Program Director prior to signing the appointment contract or, in the case of a position obtained through the NRMP, prior to engaging the match process.
4. Part-time training will be 0.5 of a full-time equivalent. The minimum duration of part-time status will be one full training year.

Program Closure or Reduction in Complement of Trainees

If a decision is made to reduce the complement of trainees in a program, or to close a training program, all trainees in that program will be notified as soon as possible. In the event of reduction in complement, current trainees in the program, including trainees who have not yet initiated training but who have been notified that they are accepted into the program, will be permitted to continue their education until completion of the total number of years defined by the ACGME for that program. In the event of program closure, trainees will be permitted to complete the current training year. The Program Director shall assist the trainees' efforts to matriculate in other ACGME accredited programs.

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Conduct and Responsibilities

Housestaff members shall strive for excellence in all aspects of patient care and teaching. This includes professional demeanor and conduct at all times, including but not limited to in direct patient care and in communication with family members, other health care staff members, students, and support staff members. It also includes the matters outlined below in this section.

Housestaff members must be familiar with and adhere to their training program's supervision policy regarding the manner in which they report to and are supervised by attending physicians or other supervisors in all clinical settings. Among other things, housestaff members must communicate with their immediate supervisors or directly to attending physicians as directed by the Program Director, attending physicians, or other supervisors.

Discussion of a patient's clinical condition, other than with the patient, should be conducted away from patient care areas. Discussion in hallways, elevators, or any other place within earshot of any patients or visitors is unprofessional and may violate the patient's right to privacy. Housestaff members are responsible for knowing and complying with federal, state, and local laws and any applicable hospital policies governing patient confidentiality. Derogatory remarks about patients or other professional personnel are unacceptable in any setting.

No housestaff member, in his or her actions or attitudes, may mistreat or misuse confidential or proprietary information; release confidential information including electronic passwords to unauthorized persons; leave patients under his or her care unattended; falsify institutional or personal records; steal, remove, or be in unauthorized possession of hospital, medical school, or other persons' property; or exhibit insubordination toward his or her clinical supervisor.

Each McGaw hospital member maintains a policy on unacceptable conduct. Housestaff members are responsible for reviewing the policy for every McGaw hospital to which they rotate and are responsible for complying with the policies. Housestaff who fail to comply with a hospital's policy on unacceptable conduct will be subject to disciplinary action, up to and including termination, in accordance with the procedures set forth in the Evaluation and Addressing Performance Deficiencies section of this Manual. The links to each hospital's policy is provided below:

[Northwestern Memorial Hospital Policy](#)

[Rehabilitation Institute of Chicago Policy](#)

[Childrens Memorial Hospital Policy](#) 

Housestaff members shall not use potentially addictive, abusive, or illicit drugs. Use of such drugs in any environment or in any amount is incompatible with safe clinical performance. Sick leave should be requested for the duration of time a housestaff member needs to use prescription medication(s) that impairs cognitive or motor function. Housestaff members shall not use alcohol when

they may be called upon to provide or while providing direct patient care or advice to those providing direct care (for example, when on beeper call).

Housestaff members shall not provide patient care under circumstances of possible physical, mental, or emotional lack of fitness that could interfere with the quality of that care. It is the responsibility of the housestaff member, upon identifying a situation in which he/she or any other housestaff member is impaired to the potential detriment of patient care, to notify the supervising physician to arrange for alternative patient care coverage.

A housestaff member's demeanor should be professional at all times, and his or her neatness, cleanliness, and appearance should fall within accepted professional standards as determined by McGaw.

Housestaff members must comply with the duty hours policy of the training program to which he/she is assigned. From time to time during training, housestaff members may receive surveys from a variety of sources regarding duty hours. Each housestaff member is responsible for answering such surveys promptly and truthfully regarding his/her compliance with the relevant policy.

Housestaff members will receive a Northwestern University Network Identifier (NetID) and email address at orientation. The NetID and password identify the individual to the network and allow the housestaff member to access a variety of resources and services. The NetID is the housestaff member's electronic identity at McGaw. Each housestaff member is responsible for (1) maintaining his/her Northwestern University email address by changing the password whenever prompted to do so, and (2) checking his/her mail at this account or to an account to which their Northwestern University email is forwarded, on a regular basis. This will be the main mode of communication from the McGaw GME Office and from Program Directors.

Procedures for Addressing Housestaff Concerns and Grievances

McGaw is committed to providing a supportive educational environment. An important part of that commitment is to maintain an educational and professional culture that fosters learning for all housestaff members.

Housestaff members who have any concerns regarding their educational and/or professional environment may raise their concerns either in writing or orally to their Program Director without fear of intimidation or retaliation. If a housestaff member does not feel comfortable raising an issue with his/her Program Director, he/she should contact Sharon L. Dooley, M.D., Chairperson of the Graduate Medical Education Committee (GMEC). Alternatively, a housestaff member may bring his/her concern to the attention of Sandra Fernandez, McGaw Director of Graduate Medical Education. Either of these individuals may be reached at the GME office, 312/503-7975.

If a housestaff member has decided to pursue a grievance by notifying either Dr. Dooley or Ms. Fernandez, the Chair of the GMEC will arrange a meeting between the individual housestaff member and the Chair of the GMEC to discuss the issues involved and to attempt to resolve those issues. If a resolution is successfully reached at this meeting, the Chair of the GMEC will issue a short written statement to the housestaff member setting forth the agreed upon resolution. If a resolution is not successfully reached after a meeting with the Chair of the GMEC, the Chair may refer the matter to the Housestaff Faculty Relations subcommittee of the GMEC or take whatever other action he or she deems appropriate under the circumstances. In the event that the Chair of the GMEC is the subject of the concerns, feels a conflict of interest, or is otherwise unable or unwilling to fulfill this role, the President of McGaw will select a faculty member of the GMEC to fulfill the role of the Chair of the GMEC with regard to the grievance.

Exclusions

Issues relating to housestaff evaluation and actions taken to address performance deficiencies are not covered by these Procedures for Addressing Housestaff Concerns and Grievances. Appeals of such actions are governed by the Evaluation and Addressing Performance Deficiencies section of the Housestaff Manual. Similarly, issues relating to sexual harassment and/or harassment or discrimination based upon sex, race, color, religion, ancestry or national origin, age, disability, marital status, parental status, sexual orientation, veteran status, citizenship status, or other protected group status are not covered by this section and should be addressed through the Non-Discrimination and Harassment policy of the

Evaluation and Addressing Performance Deficiencies

Introduction

The procedures set below are applicable to all housestaff members in all McGaw training programs. All references to housestaff members shall include both residents and fellows.

Evaluation

Supervising faculty will provide written evaluations and/or oral feedback regarding the performance of housestaff members. Nursing and technical personnel, administrators, fellow housestaff members, medical students, and patients may also provide written and/or oral feedback regarding a housestaff member's performance. Such evaluations and/or feedback may be provided directly to housestaff members and/or to the Program Director or his/her designee. The Program Director or his/or designee will review any evaluations and/or feedback with the housestaff member at a time or times to be determined by the Program Director or his/her designee in accordance with any applicable accreditation requirements. If the Program Director determines at any time in his or her judgment that a housestaff member's performance is unsatisfactory, the Program Director will advise the housestaff member regarding the performance deficiencies and the expectations for improvement.

Training Files

The Program Director shall maintain a training file for each housestaff member. Any written evaluations will be included in this file. A housestaff member may review his/her training file by contacting the Program Director.

Basis for Evaluations

Each housestaff member will be evaluated according to his/her performance appropriate to his/her educational level, in the following areas:

1. competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice;
2. compliance with all terms and conditions set forth in the housestaff member's training contract and this Manual;
3. compliance with other practices, rules, regulations, procedures, and policies of McGaw; and
4. compliance with practices, rules, regulations, procedures, and policies in place at any training location, including McGaw member hospitals and non-McGaw clinical sites.

Addressing Performance Deficiencies

If a Program Director determines that a housestaff member's performance is unsatisfactory and therefore decides that probation, non-reappointment, suspension, dismissal, or termination is appropriate, the Program Director will notify the housestaff member of this decision in writing. The Program Director's written decision will include a statement of the reasons for the adverse action. Upon request, the housestaff member shall have the opportunity to review his or her training file. In circumstances where the Program Director determines that a housestaff member's continued presence would pose an unacceptable threat to patient safety, the Program Director may place the housestaff member on summary administrative leave (with pay and benefits) pending a final decision in accordance with the procedures set forth in this section.

To appeal an adverse action, a housestaff member must submit a written request for appeal to his or her Program Director within fourteen (14) days

of receiving written notification of the Program Director's decision. Any request for appeal must include a statement of the precise action being appealed and of the grounds supporting the appeal. The housestaff member may also submit documentary evidence in support of his or her appeal. The Program Director shall then convene an ad hoc appeals committee ("the appeals committee") comprised of at least three faculty members to review the housestaff member's training file and any documentation submitted by the housestaff member in support of his/her appeal. The housestaff member may select one faculty member from his/her training program to serve on the appeals committee. The Program Director will not serve as a member of the appeals committee, but the appeals committee may wish to hear from the Program Director in evaluating the housestaff member's appeal. If requested by the housestaff member or by the appeals committee, the housestaff member will be given an opportunity to appear before the appeals committee. After deliberations, the appeals committee will render a decision by majority vote and report its decision in writing to the Program Director whether to sustain, reverse, or modify the Program Director's decision. The appeals committee may not impose a harsher sanction than the sanction imposed by the Program Director. The Program Director will notify the housestaff member of the results of the appeal in writing within five days of receiving the decision of the appeals committee.

If the appeals committee sustains the initial adverse action, or if the housestaff member is otherwise dissatisfied with the decision of the appeals committee, the housestaff member may appeal the decision of the appeals committee to the President of McGaw. A written request for appeal must be submitted by the housestaff member within seven (7) days of receiving written notification of the appeals committee's decision. The President shall consider the information in the housestaff member's training file and any other documentation presented to or considered by the appeals committee, as well as the appeals committee's decision, and any other information that the President deems relevant. The President may, in his or her discretion, interview the housestaff member, the Program Director, the chair of the appeals committee, and the Vice President for Academic Affairs, as well as any faculty members responsible for the supervision of the housestaff member or any other individuals with knowledge regarding the housestaff member's performance.

The President may accept, reject, or modify the decision of the appeals committee. The President will notify the housestaff member and the Program Director of his or her decision in writing. This decision will be final.

McGaw will make every effort to convey a decision not to reappoint or promote a housestaff member at least four months prior to the end of his/her current training year, but any failure on the part of McGaw to do so will not be grounds for challenging or overturning the decision not to reappoint a housestaff member.

All actions regarding performance deficiencies shall be documented in the housestaff member's permanent file. If this information is requested, it shall be part of the information released to support future applications for licensure, clinical privileges, or accreditation to the extent permitted by law.

Fitness for Duty

Housestaff must remain fit for duty at all times, which means that they must be able to perform their duties in a safe, appropriate, and effective manner. McGaw, through a clinical department chair or a Program Director, may require that a housestaff member undergo a fitness-for-duty evaluation at any time if apparent cause or reasonable suspicion exists to believe that a housestaff member is impaired or otherwise unfit.

A fitness-for-duty evaluation may include a comprehensive medical and psychological assessment and drug and alcohol screening. The examination results will be released to the Program Director and Vice President for Academic Affairs. Housestaff members shall comply with this policy and cooperate fully with its provisions.

A housestaff member found to be impaired due to suspected alcohol or drug use will be removed from patient care responsibilities pending further

evaluation in accordance with the provisions described under the Drug and Alcohol Abuse Section.

Drug and Alcohol Abuse

Drug and alcohol abuse is defined as the use of any potentially addictive, abusive, or illicit drug or the use of alcohol to the extent of even minor impairment of cognitive or motor function.

A drug test result will be considered positive if drugs are detected in an amount above the detection limits established by the testing laboratory; a test will be considered negative if drugs are detected in an amount below these limits. Impairment of cognitive or motor functions is defined as a situation of unusual or aberrant behavior including but not limited to slurred speech, unsteady gait, abusive language, disheveled appearance, or diminution of fine motor coordination.

If a Program Director has apparent cause or reasonable suspicion to believe that a housestaff member may be under the influence of drugs or alcohol or otherwise impaired, the housestaff member may be removed immediately from his or her duties and immediately required to submit to a fitness for duty evaluation that may include testing for drugs or alcohol, a medical evaluation, a referral for a psychological or psychiatric evaluation, or any other evaluation or testing deemed necessary. Apparent cause or reasonable suspicion may be based upon the Program Director or a faculty member's own observations or information obtained from other McGaw representatives, any McGaw hospital member institution, or any non-McGaw clinical site. Housestaff members must cooperate fully with the fitness for duty evaluation process.

A housestaff member who refuses to undergo a drug or alcohol test, or any other aspect of a fitness for duty evaluation, as outlined above or to sign a release authorizing disclosure of the results of the evaluation to McGaw, will be subject to disciplinary action, up to and including termination in accordance with the procedures set forth in the Evaluation and Addressing Performance Deficiencies section of this Manual. In addition, a housestaff member who tests positive for drugs or alcohol may be terminated by his or her Program Director in consultation with the Vice President for Academic Affairs in accordance with the procedures set forth in the Evaluation and Addressing Performance Deficiencies section of this Manual. If permitted to remain in the program, the housestaff member may be required to enroll in a chemical dependence program selected by the Program Director or, at the Program Director's discretion, the housestaff member may propose a program for review and approval by the Vice President for Academic Affairs. Prior to returning to clinical duties, McGaw may, in its sole discretion, require the housestaff member to submit to and pass a fitness for duty examination and/or sign a contract that specifies and requires expected behaviors.

Medical leave for chemical dependence shall be documented in the housestaff member's permanent file. If this information is requested, it shall be part of the information released to support future applications for licensure, clinical privileges, or accreditation to the extent permitted by law.

Moonlighting/Extra Call for Pay

The term "moonlighting" refers to employment outside of the activities of the training program for the purpose of providing medical services regardless of whether it is performed at one of the McGaw affiliated hospitals or at another non-affiliated institution. The official policy of McGaw and its member hospitals is that "moonlighting" must not interfere with the housestaff member's ability to achieve the goals and objectives of his or her training program. Furthermore, "moonlighting" constitutes the unlicensed practice of medicine unless the trainee has been issued a permanent medical license by the state in which the moonlighting occurs.

McGaw and its affiliated hospitals are not responsible for any professional activities in which housestaff members participate outside the scope of the training program to which they are appointed. *Professional liability and workers' compensation insurance provided by McGaw affiliated hospitals do not cover these activities.*

The desire to perform moonlighting activities must be reported to the housestaff member's Program Director, and may occur only with written

permission. The written permission will be maintained in the housestaff member's training file. The Program Director will monitor the housestaff member's performance to ensure that the moonlighting activities are not excessive and do not impair the housestaff member's ability to carry out assigned McGaw responsibilities. If the Program Director denies or withdraws permission to moonlight, any failure to comply with the Program Director's decision shall be considered insubordination and may lead to the housestaff member being placed on probation, suspended, dismissed, or terminated as outlined in the Evaluation and Addressing Performance Deficiencies section of this Manual.

Some training programs may offer pay for taking additional call. When such an opportunity is offered by a program, participation by housestaff members is voluntary and shall not be required. When a housestaff member is taking additional call for pay within his/her training program, the same supervision policy applies as when the housestaff member is taking regular training call, and the time spent taking such additional call must be included in calculating total duty hours.

Training Certification

Housestaff members enrolled in McGaw GME training programs who have completed at least 12 months of satisfactory performance as determined by the program director are eligible to receive a certificate for that training.

Duplicate certificates will be issued on proof of loss or theft. There is a fee for duplicate certificates.

Completion of Training Program

Housestaff members are responsible to their training program until the date of completion determined by their signed training contract. In addition to successful completion of all program requirements, certification of completion of the program will be contingent upon the following: (i) return of all McGaw and affiliated hospital property such as books, keys, equipment, etc.; (ii) completion of all medical records for which the housestaff member is responsible; and (iii) settling any other professional or financial obligations to McGaw or any affiliated hospital.

Institutional Policies

Housestaff members are responsible for reviewing and complying with policies listed below. The electronic link for each policy is provided. Housestaff who fail to comply with these policies may be subject to disciplinary action, up to and including termination in accordance with the procedures set forth in the Evaluation and Addressing Performance Deficiencies section of this Manual.

[Non-Harassment and Non-Discrimination Policy](#)

The Northwestern McGaw Center for Graduate Medical Education is committed to providing and maintaining a healthy learning environment and educational culture for all house staff, faculty and other members of the McGaw community including patients and employees of affiliated educational institutions and medical facilities. The commitment includes maintaining an educational environment that is free of unlawful discrimination and harassment on the basis of any legally protected status. In accordance with McGaw's educational goals and mission, and applicable law, McGaw does not discriminate or tolerate harassment based on sexual, racial, national origin or any protected group status. McGaw will not tolerate any form of harassment including sexual harassment in violation of this policy by or against any house staff involving anyone in the McGaw community, including other house staff, faculty, medical staff, patients, vendors, employees or affiliated medical institutions and/or any other third party.

[Disaster Policy](#)

In the unlikely event of a disaster that causes significant alteration or disruption to training in one or more programs, house staff are responsible for communicating with McGaw, their Program Director, and ACGME as outlined in the Disaster Policy.

[Accommodation of Housestaff Members with Disabilities](#)

McGaw is committed to providing reasonable accommodations to qualified house staff members with disabilities. The policy describes the process by which house staff members with a disability may request reasonable accommodation.

This page last updated on 03/18/2009

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Privileges and Benefits

In addition to benefits provided by McGaw, certain privileges and benefits are made available to housestaff members by virtue of McGaw's affiliation with Northwestern University.

McGaw Payroll/Benefits

The documentation regarding flexible benefits for health, dental, and life/dismemberment insurance and for long-term disability, workers' compensation, and pretax spending accounts are transmitted to housestaff members by mail, including information on initial enrollment as well as periodic open enrollment. This information can also be accessed from the GME web page at gme.northwestern.edu. Direct questions about benefits may call 1-888-449-0016 or email mcgawpayroll@ey.com. Note that trainees who are supported by certain federally funded grants may be required to comply with federal guidelines on benefits, including leaves of absence. These trainees should have a discussion with their program director about the details.

Feinberg School of Medicine Alumni Relations Programs

The Office of Alumni Relations at FSM works with McGaw to encourage housestaff to get to know each other and Chicago better so that they may be more comfortable during their tenure at McGaw. Annual seminars are offered as well as gift passes to local restaurants and places of interest. In addition, the Office of Alumni Relations at FSM provides a small congratulatory gift to each housestaff member at the conclusion of his or her program and upon the birth of a child.

Athletics and Recreation

Discounted memberships are available to McGaw residents and fellows at Holmes Place Health Club located at 355 E. Grand Avenue, Chicago, IL 60611, which is close to the downtown campus. Additional information concerning this benefit as well as application forms can be obtained at <http://www.univsvcs.northwestern.edu/fitness/index.html>. Please note that the payroll deduction option for membership dues is not available to McGaw residents and fellows. Thus, a check for a full year's dues at the discounted rate should be submitted to University Services with your application. In addition, housestaff members have access to the Henry Crown Sports Pavilion, Norris Aquatics Center, and Combe Tennis Center (SPAC) located at 2379 Sheridan Road on the University's Evanston campus. For information on the SPAC please call 847/491-4300. A valid [Wildcard](#) is needed for admission. Annual membership fee is \$215 plus a \$100 annual registration fee and is good for admission to either facility.

Computer Discounts

Call the Information Technology Information Center at 847/467-4877 for more information. Discounted software may be purchased on the Chicago campus at the University bookstore on the first floor of Abbott Hall (312/503-8486).

Counseling and Psychological Services

The Housestaff Assistance Program is a free service which provides confidential, professional help for housestaff and their family members who need assistance with personal problems. Housestaff are provided evaluation, counseling, and referral for a range of problems including

workplace issues, family and marital discord, emotional problems, substance abuse, legal and financial problems, elder and child care, and other personal and professional concerns. If referral to a treatment program is made, insurance coverage will be considered. Housestaff may access this service by calling 630/932-8008 or 800/456-6327.

Leaves of Absence

Any of the permissible leaves of absence listed below, if excessive, may lead to the necessity to extend training beyond the final year in order to make up training time. Most specialty certifying boards have limits on the duration of absence from training that may not be exceeded if the individual is to be eligible to sit for the certifying examination. Even if there is no certifying board restriction regarding the duration of absence, a housestaff member may be required to extend training if total leave for any reason in any one training year exceeds that allotted to vacation, education, and sick leave. During the extension of training, the housestaff member will receive a stipend and benefits except that vacation time will not accrue. If training is extended to make up for time spent on short-term disability, the stipend provided during training extension will be at the PGY level during which short-term disability was taken.

Vacation Leave

All housestaff members receive three weeks of paid vacation per year. Vacation should be taken in segments of not less than seven consecutive calendar days. Vacation time cannot be accrued and carried over to the following year of training. Vacations should be scheduled and approved by the program director; any changes also must be approved by the program director.

Terminal vacations, that is, vacations taken at the conclusion of one's program in order to hasten the date of program completion, require the written approval of the program director and notification of the GME office.

Educational Leave

Housestaff members in the second or any subsequent year of training with assignments of at least nine months to a McGaw hospital may attend one educational meeting per year. This opportunity is conditional upon satisfactory performance as judged by the program director. The choice of educational meeting must be made in consultation with and with the approval of the program director, and the duration of absence must not impact patient care.

The meeting must be located within the continental United States. Absence should not extend beyond the dates of the educational meeting and necessary travel time. Additional days must be considered vacation time, and the total time should not exceed one calendar week. Full stipends and benefits are provided during educational meetings.

Sick Leave

Each housestaff member is allowed 10 days of paid sick leave per appointment year. The use of sick days is for the sickness or injury of the McGaw housestaff member only, not for use as additional vacation days or for caring for sick or injured family members. All absences due to sickness or injury should be reported to the program director. Any injury or illness incurred as a result of activities directly related to the training assignment should be reported promptly so that a workers' compensation report may be filed. Disabling injury or illness extending beyond 10 days is covered by disability insurance and/or workers' compensation. Sick leave does not accrue from one year to the next year.

Maternity Leave

For a routine birth, a mother is entitled to six weeks off after delivery. For leave time, she first must use any remaining sick time for the year, up to 10 days; the balance of the six weeks will be made up with short-term disability benefits providing 80 percent of the usual stipend. If her physician does not release her to return to work after six weeks, she remains on short-term disability until her physician certifies that she is capable of returning to duty. If time off is necessary

before delivery, again sick leave is used first and, if short-term disability coverage then is required, a physician's certification is necessary.

If her physician releases her to return to work after six weeks but she wishes to extend the leave further, she must first use any remaining vacation time for the year and then request leave of absence without stipend (see Family and Medical Leave).

A housestaff member may choose to use vacation time instead of short-term disability for maternity leave if she wishes to receive 100 percent of her stipend, but the duration is limited to vacation time remaining for the year.

The GME office must be notified in advance of an anticipated birth or adoption date, and the actual date conveyed promptly, so that benefits for the infant may be initiated. Full information regarding maternity leave is provided by McGaw Payroll and Benefits at

https://fsmweb.northwestern.edu/gme_services/benefits_view/Benefits_Menu.cfm, including notification requirements.

Family and Medical Leave

Eligible housestaff may request unpaid family or medical leave for their own serious health conditions, to care for a child, spouse, domestic partner or parent with a serious health condition, for extending a maternity leave, or upon adoption or initiation of foster care. A housestaff member granted Family and Medical Leave must first use any accrued vacation time before taking unpaid leave. The total length of leave is limited to 12 weeks even if it is used in conjunction with short-term disability for, say, a maternity leave, but may be requested for a shorter duration. The use of accrued vacation time before starting unpaid leave does not extend the limit of 12 weeks.

If a housestaff member is on leave because of his/her own serious health condition, McGaw will require a submission of a doctor's written certification that the individual is now able to perform training activities without restrictions. Failure to provide such certification may result in the housestaff member being ineligible for reinstatement in his/her program.

There are very specific eligibility and reporting requirements which should be reviewed carefully by any housestaff member contemplating a request for Family and Medical Leave. The information is provided by McGaw Payroll and Benefits at https://fsmweb.northwestern.edu/gme_services/benefits_view/Benefits_Menu.cfm. If a housestaff member fails to meet the eligibility and reporting requirements, the request for leave may be denied or delayed.

Jury Duty

When a housestaff member is selected for jury duty, he or she should notify the GME office. Jury duty cannot be counted as vacation. If the jury duty pay is less than the ordinary stipend, the difference will be paid.

Military Leave

Housestaff members receiving McGaw stipend checks are granted a leave of absence of up to 30 days per year for regularly scheduled military training. Military leave cannot be counted as vacation time. If the military pay is less than the usual stipend, the housestaff member will be paid the difference. If the military pay is equal to or greater than the McGaw stipend, no check will be issued for the time of military training. Housestaff members should inform the GME office of the dates of military training in advance. In the event of a civil or national crisis exceeding 30 days, the housestaff member will be placed on a leave of absence without pay. He or she will be eligible for all rights and benefits provided by federal and state laws.

Legal Counsel

Assistance with legal questions regarding a housestaff member's provision of clinical services may be obtained through the general counsel or risk management at each McGaw affiliated hospital hospital the telephone numbers of these offices follow.

Children's Memorial Hospital: 773/880-4204
Northshore University Healthsystem: 847/570-2094
Northwestern University: 847/491/5605
Northwestern Memorial Hospital: 312/926-2900
Rehabilitation Institute of Chicago: 312/238-6208
VA Lakeside: 312/943-6600, ext. 53201

Library Services

The Galter Health Sciences Library's mission is to support the research, education, and patient care activities of the Feinberg School of Medicine and McGaw institutions. The library provides services and resources to meet the needs of the faculty, residents, students and staff. The Galter Library strives to be a leader in the development of electronic information access through innovation and service. The Galter Library Web site can be accessed at: <http://www.galter.northwestern.edu>. The library's most recent accomplishment is the creation of the Health SmartLibrary (HSL). Residents can use the HSL to:

- Access full-text journals and books from any location
- View and customize their specialty or personal profiles (surgery, AIDS, etc.)
- Quickly search library resources by keyword
- Organize Web sites in a personal file cabinet
- Register for library classes
- Request and access Interlibrary Loans (ILL) and photocopies

The Galter Library is the one-stop source for all the databases, journals, books, and Web sites that residents will need during their time at McGaw. Highlights of the library's collection include:

- 200 databases, including MEDLINE, Evidence-Based Medicine Reviews, PsycINFO, EMBASE Drugs & Pharmacology, and Web of Science
- over 3000 electronic journals such as the New England Journal of Medicine, Journal of the American Medical Association, Nature, Science, Lancet, and British Medical Journal
- more than 200 electronic books including Harrison's Principles of Internal Medicine, Sabiston Textbook of Surgery, Griffith's 5 Minute Clinical Consult, and the titles available in MD Consult, Stat!Ref, and Books@Ovid
- links to NUcat, the Northwestern University online catalog; HealthWeb, a collection of the best health Web sites; and numerous online reference tools such as directories, dictionaries, encyclopedias, fact books, health news services, and search engines

The HSL is accessible from the McGaw hospitals, home, office, lab, or on the road—wherever a resident can make a connection to the Internet. Users register for the HSL with the bar code on their WildCARD or a library-issued bar code. Please contact the Reference Desk of the Galter Library at 312/503-8109 for further information.

The Galter Library Education Team, supports the educational and training needs of all residents and fellows. Residents can take classes on improving their MEDLINE searching skills, searching for evidence-based reviews, presentation and poster creation, using EndNote for managing citations and more. The Team is also available to assist individuals with literature searches, reading list updates, core competencies support, resource recommendations, and more. Contact Linda O'Dwyer, Clinical Education

Librarian at l-odwyer@northwestern.edu or (312) 503-8128 for any questions about using the library and its resources. Alternatively, contact the Team at galter-ed@northwestern.edu or 312/503-8109.

Although much of the library's collection is available online, there is still a vast collection of books and print journals available at the physical library. The library is located at 303 E. Chicago Avenue on the first floor of the Ward building. Valid McGaw or Northwestern University identification is required as the library is not open to the public. Your WildCARD or library-issued bar code can be used to check out books and journals. The physical facility operates Monday through Thursday from 8 a.m. to 11 p.m.; Friday from 8 a.m. to 9 p.m.; Saturday from 9 a.m. to 9 p.m.; and Sunday from 10 a.m. to 11 p.m. Changes in this schedule are posted in advance. James Shedlock, AMLS, is the library director. He and the staff welcome suggestions about how to improve the quality of library services and collections. The library may be reached at 312/503-8126.

Loan Deferments

Loan deferments are certified on the basis of internship/residency status as required by law. All loan deferment forms are signed by the GME Office. Processing time for loan deferments is at least 48 hours, and one-week turnaround time is typical during the busy season of June-August. Call 312/503-7975.

On-Call Support

When assigned to overnight call, housestaff members will be provided comfortable sleeping facilities. In addition, support for meals while on call is provided; the level of support varies by the institution at which call is taken.

Printing

Housestaff may use the services of the Print Shop, located in the Searle Building basement on the Chicago campus, for their personal printing needs. However, any publication that uses the school seal/logo or implies official endorsement by the Feinberg School of Medicine or its administration must have prior approval by the Office of Publications and Public Relations, Ward 1-144, phone 312/503-8618

Professional Liability Insurance

Each McGaw hospital is self-insured for professional liability risk. Housestaff members, along with all hospital employees and students, are included in these programs. Coverage continues after completion of training for any activities that took place during and within the scope of the training program. These programs provide for the defense in court of any housestaff member who is named as a defendant. The insurance also will pay for damages that are awarded against a housestaff member up to the policy maximum. This insurance coverage does not apply to claims based on activities of a housestaff member that are outside the scope of his or her rotation at the assigned hospital. Other conditions may affect coverage.

Direct any questions about coverage to the director of risk management at the assigned hospital:

Children's Memorial Hospital: 773/880-4204
Evanston Hospital: 847/570-2012
Northwestern Memorial Hospital: 312/926-9880
Rehabilitation Institute of Chicago: 312/238-6208
VA Lakeside: 312/943-6600, ext. 53201

Rotations to hospitals outside the McGaw affiliated institutions must be approved in advance to ensure that comparable coverage is provided.

Religious Observances

Although the practice of religious beliefs, including the observance of religious holidays, is important to many trainees, top priority must be

given to maintaining adequate patient care. Whenever possible, schedules will be changed to accommodate a housestaff member's religious beliefs. Any such adjustments are contingent, however, upon acceptable patient care coverage alternatives and must be cleared with the appropriate training program director.

Holiday Observance

Each program determines housestaff assignments for patient care during holidays. These assignments should be a shared responsibility among all housestaff in the program. The stipend is earned for the holiday regardless of whether or not the housestaff member has been scheduled to work on that day.

Short-term Disability

Short-term disability covers sick time exceeding 10 days. Compensation is provided at 80 percent of stipend for up to 90 days. Should the entire 90 days of benefits be used up during one or more extended illnesses, disability time can accumulate again at the rate of one month for each full year of service completed after returning to work. Additional disability time cannot be accumulated until the entire original 90-day period is exhausted.

Information regarding eligibility and reporting requirements is provided by McGaw Payroll and Benefits.

Shuttle Bus

University Services operates shuttle service between the Chicago campus, Children's Memorial Hospital, and St. Joseph Hospital. Buses operate periodically between 6 a.m. and 7 p.m. Housestaff members rotating between these hospitals are eligible for free shuttle passes through the GME office. However, housestaff members wishing to use the service for transportation to and from their homes are required to purchase individual ride passes at \$1 each or unlimited ride passes at \$30 per month. Passes may be purchased by calling 312/503-8129. Please see www.univsvcs.northwestern.edu/shuttles/information.html for the shuttle schedule. The University also operates various other shuttles, such as inter-campus, train station, remote parking, Evanston, etc. For more information and shuttle schedules, please see www.univsvcs.northwestern.edu/shuttles/information.html

Lab Coats

At the beginning of his or her training period, each housestaff member is provided with two to three white lab coats, depending upon the length of their training. These are to be used throughout training at McGaw. Accordingly, all housestaff members should take their coats with them to each hospital rotation and assignment.

USMLE Savings Program

McGaw offers a savings program for housestaff to set aside funds to pay for the United States Medical Licensing Exam (USMLE). The money will be deducted from the housestaff's stipend check after taxes and maintained by McGaw in a non-interest bearing account. Housestaff may withdraw the full balance of the account by providing McGaw Payroll and Benefits with written notice at least seven business days before any stipend payment date. The requested amount will be included in the next stipend check. Housestaff may cancel this deduction at any time by notifying McGaw Payroll and Benefits in writing.

Alternatively, housestaff may elect to have a portion of their stipend deposited directly into his/her own saving account. To elect this procedure, please complete a Direct Deposit Authorization form, available from the McGaw benefits website.

This program is designed only to assist housestaff with savings for Step 3 of the USMLE. All paperwork associated with registering and paying for the exam is the responsibility of the housestaff member.

WildCard

Northwestern University's multiple purpose one-card program, WildCard was developed to provide better identification for members of the University community, simplify use of existing services, control access, reduce handling of cash, and enhance security. Housestaff are eligible to receive a WildCard and are strongly encouraged to obtain one. All housestaff with parking privileges on the Chicago campus are required to obtain a WildCard. Valid WildCards are required for access to the University's athletic facilities, many of the Galter Library services, participating merchant discounts, and discounts to University sponsored athletic and entertainment events. A WildCard may be obtained from either WildCard office: Abbott Hall Room 100 on the Chicago campus, or Norris Center Underground on the Evanston campus.

This page last updated on 03/19/2009

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Housestaff Manual

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Services

The McGaw GME office (312/503-7975) is located at 645 North Michigan Avenue, suite 1058A, and is open from 8:30 a.m. to 5 p.m. Monday through Friday. It provides a variety of services including the following:

- serves as a notary public
- sponsors J-1 visas and supports new H-1-B visas
- assists housestaff members in obtaining permanent medical licenses
- processes all initial temporary Illinois medical licenses and license extensions
- processes requests for training verification and loan deferments
- coordinates the production of training certificates
- assists with all direct housestaff inquiries and complaints
- oversees due process for housestaff grievances
- coordinates all reappointments with individual programs and processes appointment contracts
- communicates with newly matched housestaff members regarding licensure processing, appointment contracts, and assistance with housing
- coordinates rotation schedules with each program
- maintains a housestaff database

This page last updated on 03/16/2009

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Housestaff Manual

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Stipends

Stipends

The stipend levels for the 2008–09 training year are as follows:

PGY 1.	\$46,865
PGY 2.	\$49,048
PGY 3.	\$51,575
PGY 4.	\$54,774
PGY 5.	\$57,606
PGY 6.	\$60,014
PGY 7+.	\$62,840

The stipend levels for the 2009-10 training year are as follows:

PGY 1.	\$48,270.96
PGY 2.	\$50,519.04
PGY 3.	\$53,122.32
PGY 4.	\$56,143.44
PGY 5.	\$59,046.24
PGY 6.	\$61,514.40
PGY 7+.	\$64,411.20

Call 1-888-449-0016 for questions regarding stipends.

The housestaff member's starting level is determined by the prerequisites for the specific training program to which he/she is appointed. For example, if a program requires one year of previous training the individual's stipend shall start at the PGY-2 level.

Additional years spent in research, employment, or training outside of prerequisites for the specialty or sub-specialty program are not used for determining PGY-level. The only exception is for sub-specialty fellows who were previously appointed as a chief resident for an additional year of training in pediatrics or internal medicine in an ACGME- accredited program. These individuals will be given one year of credit in addition to the prerequisites for the subspecialty training program.

Please note that trainees who are supported by certain federally funded grants may need to have a modification in how they receive their stipends. If the amount of the funded stipend is less than the applicable PGY-level McGaw stipend, the individual will receive an additional stipend to make up the difference unless prohibited by federal guidelines.

Information about stipend checks, direct deposit, withholding taxes, etc. is provided by McGaw Payroll and Benefits at the following link [McGaw Payroll](#).

This page last updated on 03/18/2009

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